

**BOARD OF SUPERVISORS  
FINANCE/GOVERNMENT OPERATIONS AND  
ECONOMIC DEVELOPMENT COMMITTEE  
ACTION ITEM**

**SUBJECT:** **CONTRACT RENEWAL/Library Material Suppliers**

**ELECTION DISTRICT:** Countywide

**CRITICAL ACTION DATE:** March 8, 2015

**STAFF CONTACTS:** Chang Liu, Library Services  
Mary Lou Demeo, Library Services  
Diane C. Smith, Finance and Procurement

**PURPOSE:** To renew the contract for Library Material Suppliers.

**RECOMMENDATION:** Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to renew the contract for Library Material Suppliers with a pool of providers listed in Attachment 1, in the estimated amount of \$1,100,000.

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**BACKGROUND:** On March 22, 2011, staff issued a Request for Proposal (RFP) No. QQ-01644 to find a pool of qualified Library Material Suppliers. The intent of this RFP was to obtain firm fixed price proposals from firms specializing in providing library materials (e.g., books, DVDs, audio books, and compact disks etc.) for public libraries. This RFP has an ongoing acceptance date which allows for the continuous submission of proposals by new firms interested in providing library material supplies. To date the County has received 22 proposals. On March 18, 2015, the Board authorized (8-0-1, Williams absent) the Purchasing Agent to exercise the fourth renewal option under the contract in the estimated amount of \$1,100,000 for the period of July 1, 2015 to June 30, 2016. Staff is recommending that the Board permit staff to exercise the fifth and final renewal option under this contract for the period of July 1, 2016 through June 30, 2017.

The procurement of library materials through a pool of vendors has been successful over the last 20 years in providing the largest possible range of library materials and services. Awarding contracts to a contractor pool allows for the greatest selection, availability, efficiency and cost savings. Orders are placed with a vendor offering the best discount and availability for the material needed.

**ISSUES:** The Loudoun County Public Library (LCPL) system includes eight branches and an outreach service serving the elderly and home-bound. Children's materials are in great demand

and patrons are requesting new materials in a variety of formats and subject areas. Approximately 80 percent of the funding would be utilized for the purchase of books. Actual FY 2015 circulation per capita was 16 and FY 2015 actual circulation per LCPL cardholder was 25, compared to the national average for those categories for the same fiscal year of eight. This illustrates a high demand for and consistent use of the LCPL library collection and is a key indicator of the need for high quality, diverse materials.

**FISCAL IMPACT:** Sufficient funding is available in the Library Services' FY 2017 proposed operating budget to renew the contract in the estimated amount of \$1,100,000. No additional funding is being requested for this contract renewal.

Please note that all contracts include language stating that they are subject to termination without future appropriations made by the Board. In the event that the Board decides not to appropriate funds for this ongoing program in FY 2017, the County would exercise this option without issue.

**ALTERNATIVES:**

1. The FGOEDC may recommend to the Board that the Purchasing Agent be authorized to renew the contract for Library Material Suppliers with the pool of providers listed in Attachment 1, in the estimated amount of \$1,100,000.
2. The FGOEDC may choose to not recommend the contract renewal and direct staff to solicit quotes for each order that exceeds the single quote limit. Staff does not recommend this option as it may result in higher costs and would require a significant amount of staff time; and thus delay the receipt of needed library materials.

**DRAFT MOTIONS:**

1. I move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the contract for Library Material Suppliers for the period of July 1, 2016 to June 30, 2017, with the pool of providers listed in Attachment 1 of the March 8, 2016 Action Item, in the estimated amount of \$1,100,000.

OR

2. I move an alternate motion.

**ATTACHMENT:**

1. List of Contracted Providers under QQ-01644 Library Material Suppliers

**LIST OF CONTRACTED PROVIDERS  
UNDER QQ-01644 LIBRARY MATERIAL SUPPLIERS**

The AV Café, Inc.

Baker & Taylor Books, Inc.

Bearport Publishing Company, Inc.

Books on Tape a Division of Random House

Center Point, Inc. dba Center Point Large Print

Chivers North America, Inc. dba AudioGO

Coughlan Companies, Inc. dba Capstone Publishers

Findaway World, LLC

Gale Group, Inc.

Hertzbert-New Method, Inc. dba Perma-Bound Books

Ingram Library Services, Inc.

Lectorum Publications, Inc.

Midwest Tape, LLC

Nubro, Inc. (Brodart Co.)

Penworthy Company

Quick-Brain, Inc.

Recorded Books, LLC

Scholastic, Inc.